

# Contracted Employee Payroll Policy

*Effective Date: July 10, 2017*

## Policy

As a responsible employer, BOWEN will pay all Contracted Employees accurately, timely and in alignment with current payroll procedures.

BOWEN will comply with all legislative requirements, employer responsibilities, policies and contractual obligations.

## Responsibility

**The Payroll Department:** Responsible for payroll processing, administration and client invoicing.

**Assignment Managers (AMs):** Responsible for the management of onboarding including but not limited to employment agreements, employment verification procedures and employment document collection, providing payroll administration support to Contracted Employees and Timesheet Approvers, employment contract changes and terminations.

**Contracted Employees:** Responsible for the accurate reporting of hours worked on their timesheet by the submittal deadline outlined in the Pay Schedules document and to ensure their Timesheet Approver approves or delegates approval of the timesheet by the approval deadline.

**Timesheet Approvers:** Responsible for ensuring to review all submitted timesheets for accuracy prior to approving or rejecting in alignment with applicable payroll deadlines. In the event the primary Timesheet Approver is not available to approve timesheets, the Timesheet Approver must advise the designated alternative approver or provide BOWEN with written notice for an alternative approver in advance of the timesheet approval deadline.

## Definitions

**Client Organization:** Any third party company who has engaged BOWEN to provide Recruitment and/or Contingent Workforce Management solutions to their organization.

**Contracted Employees:** Includes BOWEN temporary employees and Contract Workforce Management contracted employees.

**Employment Agreement:** Includes the BOWEN Consulting Service Agreement, Schedules and Amendments as well as temporary assignment confirmations.

## Payroll Processes

### Pay Administration

- a. Payroll will not be administered to new Contracted Employee until BOWEN has completed any required verification processes and is in receipt of all required documentation.
- b. It is the Contracted Employee's responsibility to notify BOWEN promptly of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, tax withholding status, bank account information, and other such information should be accurate and current at all times.

### Pay Processing Cycles and Deadlines

- a. BOWEN's Employment Agreement outlines the initial pay cycle, pay period and pay date for each contracted employee.
- b. Adherence to the established deadlines is necessary to ensure timely payment of wages, expenses and allowances to Contracted Employees.
- c. Timesheets received by BOWEN after the published timesheet approval deadline will result in a delay in payment.
- d. BOWEN does not administer off-cycle payroll processing for timesheets approved after timesheet approval deadline. Late timesheets are processed the payroll cycle after they are approved.

- e. Pay periods that include a statutory holiday may experience a change to timesheet approval deadlines. Pay day remains the same. If a statutory holiday falls on your pay day, your pay day will be moved one day prior to your pay day.
- f. Changes to timesheet submittal and approval deadlines will primarily be communicated to contracted employees and clients via the timesheet portal.

#### **Timesheets & Timekeeping**

- a. All BOWEN Contracted Employees are required to submit a timesheet with actual hours worked (plus applicable expenses and allowances, including appropriate supporting document, as outlined in their Employment Agreement) to their assigned Timesheet Approver in alignment with the pay period established in their Employment Agreement.
- b. BOWEN may engage disciplinary action, up to and including termination of employment on any Contracted Employee found to alter, falsify or tamper with timesheets, or recording time on another Contracted Employee's timesheet, or fraudulently approve their timesheet.
- c. Contracted Employees are responsible to ensure their timesheet is approved by Monday 1 p.m. MT unless otherwise noted in the Pay Schedules document.
- d. Timesheet Approvers are responsible to review and approve accurate timesheets (including submitted allowance and expense claims) by Monday 1 p.m. MT unless otherwise noted in the Pay Schedules document.
- e. Contracted Employee Payment and Client Organization Invoicing is based on the approved timesheets.

#### **Special Pay**

- a. BOWEN will process special payment in alignment with relevant regulations, policies and contractual agreement upon receipt of written authorization of such a request.
- b. In the event the Client Organization requests a special payment, the client approval deadline for approval is the regular pay cycle for the Contracted Employee, unless regulations dictate otherwise.

#### **Expense and allowance processing**

- a. Contracted Employees who are eligible to claim expenses and allowances must do so in alignment with the details outlined in their Employment Agreement.
- b. Approval deadlines for submittal and approval of expenses and allowances are the same as those for timesheets and are processed in alignment with the Contracted Employee's pay cycle.
- c. Incomplete or incorrect expense and allowance claims will not be processed until required supporting documents are received and approved.
  - i. In the event a Contracted Employee's timesheet is not re-submitted and re-approved by the timesheet deadline, payment for hours worked during that pay cycle will be delayed until the pay cycle following the timesheet's approval.
- d. Allowances must be processed on the timesheet when they are earned.
- e. Expense claims are not processed until required supporting documents are received and approved.

#### **Pre-Authorized Deductions**

- a. BOWEN will administer deductions authorized by the Contracted Employee.

#### **Pay Advances**

- a. Advances on salaries are not administered.

#### **Pay Corrections**

- a. It is the responsibility of the Contracted Employee to report any payroll error to BOWEN immediately upon becoming aware of the discrepancy. Upon becoming aware of the discrepancy, BOWEN will resolve the situation as quickly as possible.
- b. In the event that BOWEN identifies a payroll error, BOWEN will resolve the situation as quickly as possible.

#### **Direct Deposit, Paper Checks, Pay Statements and Tax Forms**

- a. Direct deposit is the preferred pay format for Contracted Employee paychecks.
- b. Changes to direct deposit requests must be made by submitting an updated direct deposit form, including acceptable supporting documentation, to the Payroll Team. Requested changes will be processed in alignment with regular timesheet approval deadlines unless otherwise coordinated by the Contracted Employee.
- c. In the event that a Contracted Employee's pay is deposited into an incorrect bank account, it is the responsibility of the Contracted Employee to work with the financial institution to return the funds back to BOWEN. Once the funds are received, BOWEN will remit payment to the Contracted Employee.
- d. Requests for manual paychecks must be coordinated with the Payroll Team directly.
- e. Contracted Employees who pick their paycheck up at the BOWEN office must produce photo ID and sign for receipt of the paycheck.
- f. Contracted Employees who request a third party pick up their paycheck must provide the BOWEN Payroll Team with written consent in advance of the payday.

- g. Unclaimed paycheques will be mailed after four (4) weeks.
- h. Access to pay stubs and tax forms is available on-line.
  - i. Assignment Managers are responsible to provide registration information to Contracted Employees in advance of their first paycheque.
  - ii. In the event that a Contracted Employee requires support from the Help Desk to access their online pay statements and tax forms, BOWEN requires written authorization to access and release account information from the Contracted Employee.
- i. Pay Statements will be available no later than seven working days after payroll is processed.

**Records of Employment / Employment Confirmation Requests / Other requests**

- a. Records of Employment (ROE) can be requested when earnings are interrupted for more than five consecutive days.
  - i. Requests are made to the Payroll Team by email.
- b. Employment Verification letter requests are prepared weekly.
  - i. Requests are made to the Payroll Team by email.